
POSITION SUMMARY

Job Title:	Public Works Director	Employment Classification:	Exempt
Department:	Public Works	FSLA Category:	Full-Time
Reports To:	City Administrator	Pay Type:	Salary

The Public Works Director will be responsible for overseeing and managing all aspects of public works operations within the city. This includes planning, organizing, and directing the operational activities of various departments, such as streets, buildings and grounds, airport, cemetery, and parks. The Public Works Director will work closely with other city officials, personnel, and external stakeholders to ensure the safe, efficient, and effective delivery of public works services to the community.

The director will prioritize communication and relationship building with all municipal personnel, community partners, and the public. The director will actively mentor, coach, and professionally develop Public Works personnel to build a strong team operating with a standard of excellence. Independent decision-making using logic and reasoning will be routinely exercised. In addition to executing administrative functions, the director will engage in physical labor with the Public Works team in the areas of refuse and landfill operations; snow removal; maintenance of municipal roadways and sidewalks; maintenance and care for public buildings & grounds including the airport, cemetery, and parks.

This director is the department head for Public Works overseeing Public Works personnel and contracted services like engineering. The director will work closely with the City Administrator and is considered instrumental in the city planning process. The director is responsible for creating and managing the department's budget and submitting necessary state compliance reports.

DUTIES & RESPONSIBILITIESLeadership and Management:

- Develop and implement strategic plans, goals, and objectives for the public works department.
- Provide leadership, guidance, and supervision to departmental staff, promoting a positive work environment.
- Foster teamwork, collaboration, and effective communication among department employees.

Budgeting and Financial Management:

- Prepare and manage the department's annual budget, ensuring responsible fiscal practices.
- Monitor expenditures, review financial reports, and identify cost-saving opportunities.
- Seek and secure grants and funding for infrastructure projects and improvements.

Infrastructure Planning and Maintenance:

- Develop and implement comprehensive infrastructure maintenance programs, including streets, bridges, airport, and parks.
- Coordinate and oversee construction and maintenance projects, ensuring compliance with all applicable regulations and standards.
- Conduct regular inspections and assessments to identify infrastructure needs and prioritize repairs or replacements.

Emergency Response and Preparedness:

- Coordinate safety training for personnel and maintain safety records.

- Develop and implement emergency response plans for public works operations, including natural disasters and other emergencies.
- Coordinate with relevant agencies and departments to ensure effective response and recovery efforts.
- Participate in emergency management drills, training, and exercises.

Stakeholder Relations:

- Establish and maintain positive relationships with community members, elected officials, and other stakeholders.
- Attend city council meetings, public hearings, and community events to address public works-related concerns and provide updates.
- Collaborate with engineering firms, contractors, and consultants on projects and initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in developing work plans, budgets, policies, and procedures.
- Considerable knowledge of the common practices, principles, and safety precautions involved in road maintenance and construction, snow removal, traffic signing and marking, solid waste collection, facility and equipment maintenance and repair.
- Experience in construction, electrical, plumbing, maintenance, equipment repair, or any equivalent combination of training and experience which provides the necessary knowledge, abilities, and skills.
- Considerable skill in planning and supervising the work of others. Considerable skill in project management. Ability to effectively organize activities and supervise employees.
- Ability to communicate effectively both orally and in writing. Working skill in preparing reports and maintaining records.
- Ability to proficiently use a computer and the required software.
- Ability to establish and maintain effective working relationships with staff, co-workers, and the public.
- Ability to work the required hours of the position, including on-call hours.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Bachelor's degree in civil engineering, planning, public administration, or a related field.
- Extensive experience (at least 5-7 years) in public works management, including supervisory responsibilities.
- Must possess and maintain a valid driver's license without infractions.
- Possession of a valid Wisconsin Commercial "Class A" Driver's License (CDL) without air brake restrictions within 30 days of hire.
- Strong knowledge of public works operations, infrastructure maintenance, and construction practices.
- Familiarity with federal, state, and local regulations pertaining to public works, municipal operations, and environmental compliance.
- Excellent leadership, communication, and interpersonal skills.
- Ability to develop and manage budgets, prioritize projects, and make sound decisions.
- Proficient in using computer software and systems relevant to public works management including but not limited to Microsoft Office, GIS, and WISLR.
- Available to be called out on a 24-hour basis and must reside within a 30-minute response time.

SUPERVISION/DECISION MAKING: This position reports to City Administrator. Routinely exercises independent decision making and problem solving.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility: The ability to move around the municipality and various work sites, including walking, standing, and climbing stairs or ladders. This may involve conducting site inspections, visiting construction projects, or assessing infrastructure needs.

Lifting and Carrying: Occasionally lifting and carrying equipment, materials, or supplies weighing up to 50 pounds. This may include tools, documents, or other items needed for daily operations or during emergency response situations.

Driving: Operating a motor vehicle to travel between different work sites, attend meetings, or perform other job-related tasks. A valid driver's license is typically required.

Manual Dexterity: The ability to manipulate small objects, use hand tools, and operate equipment as necessary for the job. This may include tasks such as operating computer keyboards, handling tools, or using measuring devices.

Visual Acuity: Sufficient vision to read written documents, inspect infrastructure, and observe construction or maintenance activities. This includes near vision for reading fine print and distance vision for assessing larger areas or objects.

Hearing: Adequate hearing to communicate effectively with employees, contractors, and the public. This includes the ability to hear and understand instructions, warnings, and alarms.

Stamina: The physical endurance to work extended hours, especially during emergency situations or critical projects. This may involve working in various weather conditions, such as heat, cold, or inclement weather.

Environmental Exposure: The ability to work outdoors and in different environments, which may include exposure to noise, dust, fumes, hazardous substances, and inclement weather conditions. Appropriate personal protective equipment and safety protocols should be followed.

WORK HOURS: Regularly scheduled hours are Monday through Friday from 7:00AM until 3:30PM. Additional hours may be required with little or no notice.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the City reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.